

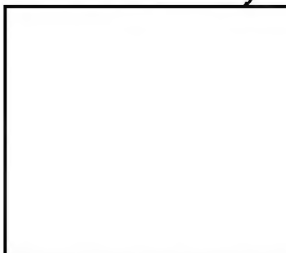
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MEMORANDUM FOR:



SUBJECT:


Standard Operating Procedures and Assignment of
Responsibilities for Internal Management Staff
Coordination of Requests for Management Services

1. Requisitions for equipment or requests for Management assistance or services are received by all components of the Management Staff. In each case it is the responsibility of the head of the component receiving such requests to determine the possibility or desirability of involvement of other Management Staff components.

2. When such requests are received and the responsible officer determines that there is actual or potential involvement of other components of the Management Staff, he shall refer the case to the chief of the O&M area concerned, who as Senior Management Staff Officer in his area will have explicit responsibility for coordinating all aspects of the case, will provide guidance as necessary and will be the single focal point for securing all Management Staff contributions. This envisions a collaborative approach headed by the area O&M chief with other elements of the Management Staff, as appropriate.

3. A request for forms or machines or O&M assistance frequently appears as a simple one-time job when in reality it can be the first indication received by Management Staff that there is a problem or situation which should have applied to it the technical competence of more than one component of the Staff. The fixing of responsibilities above is designed to assure staff coordination of methods, procedures, forms and potential machines applications when any problem first arises, and to assure that any given situation is treated by the Management Staff in an integrated manner.

4. This memorandum is to be routed to all Executive Assistants.


Chief, Management Staff

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